

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/01/2020

Date: September 1, 2020

To: President & Trustees

From: Administrative Assistant Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	L. Engberg	M. Anderson	A. Lee	J. Cluchey
M. Hanson	M. Huneke	P. Hall	S. Flaherty	L. Schopp
L. Herra	S. Coomes	S. Walter	C. Meyers	T. Hall
S. Fuller	M. Didenko	K. Suriano	E. Daffron	C. Mulvihill
S. Ferris	A. Shingledecker	G. Smith	M. Smith	

Chief J. Cluchey led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- 1) Appeal for Modification of Fire Code; 303 N. Main St, Elburn, IL
 - a) Motion to approve or deny modification of fire code for the property located at 303 N. Main St., Elburn, IL
 - President T. Reynolds stated that Marc and Gina Smith are present at the meeting to do a presentation requesting a modification of the fire code for Sadie's Attic located at 303 N. Main St., Elburn, IL 60119. He noted that this agenda item is listed under New Business but the Trustees will hear their presentation under public comment.
 - Marc Smith introduced his wife, Gina, and himself to the Board of Trustees and thanked them for the opportunity to address the board with their request. Mr. Smith reviewed a power point presentation with a copy placed on file. Discussion was held in regards to the modification request.
 - Fire Marshal L. Schopp stated that she is not opposed to the request. She also noted that vendor spaces cannot block egress and the Smiths agreed.
 - Attorney S. Flaherty clarified that the variance would be specific to Sadie's Attic, 303 N. Main St, Elburn, IL and for mercantile use. The variance would not carry with the building.
 - Discussion was held in regards to the outside ladders proposed in the presentation. Chief J. Cluchey stated that the district reserves the right to approve the ladder locations and type of ladders. He also noted that an engineer needs to approve the exit onto the roof and that the roof can withstand the impact loading.
 - G. Smith inquired as to if two ladders are needed. Fire Marshal L. Schopp stated that one ladder would suffice based on the proposal.
 - Trustee A. Lee inquired as to if the owners were aware of the building codes before purchasing the building. M. Smith stated yes, they were. He also noted that as they updated the building they realized it would be difficult to make the building code changes due to aesthetics. They do not wish to change the beauty and the history of the structure while maintaining fire safety.

M. Anderson made a motion to approve the modification of fire code for the property located at 303 N. Main St., Elburn, IL. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>4</u>	Ayes
<u>0</u>	Nays
<u>1</u>	Absent

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the August 4th, 2020 meeting. A. Lee made a motion to accept the minutes. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's Report.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/01/2020

A. Lee made a motion to approve the August 2020 Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$162,229.50. M. Anderson made a motion to approve the bills. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

President's Report

- No report

Attorney Comments:

Attorney S. Flaherty stated that the board will need to go into closed session to discuss a personnel matter.

Chief J. Cluchey Comments:

- a) Personnel update
 - Chief Cluchey informed the Board of Trustees that Lt. James Lloyd has announced his retirement with his last shift being January 18, 2021. He noted that Lt. J. Lloyd is in charge of maintenance and the team leader for Haz Mat team. The district will need to transition people to the maintenance position as well as Haz Mat and any other main role that Lt. Lloyd fulfills.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.
- b) Operations Update
 - Assistant Chief M. Hanson stated that the district is working through issues with Star Com.
- c) Ladder Truck Update
 - Assistant Chief M. Hanson informed the Board of Trustees that a seal needed to be replaced on the turn table so they are doing maintenance while it is in the shop.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the Department of Defense is interested in the Squad and requested maintenance records.
 - Assistant Chief Huneke also stated that Lt. J. Lloyd is obtaining quotes for the frame rail issues with Engine 301.
- b) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that J & R Herra is working on fixing the moisture in the vents at Station #2 and will incur the expense to repair the drywall.
- c) Station 3 Construction Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the Chiefs met with Star Building to discuss the delay of the building. Star Building had a security breach to their system that involves the FBI and has caused

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/01/2020

significant delays to building structures and delivery deadlines. It was determined that the building delivery will be delayed another month. This issue was out of their control.

- Assistant Chief M. Huneke noted that the contractor cut the timeline to assemble the building and subcontractors are working ahead of the building delivery. The building is scheduled to be delivered on September 24, 2020.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - No report

Old Business:

- None

New Business:

- 2) Appeal for Modification of Fire Code; 303 N. Main St, Elburn, IL
 - b) Motion to approve or deny modification of fire code for the property located at 303 N. Main St., Elburn, IL
 - Presentation held and approval granted at the beginning of the meeting during public comment.
- 3) Station #3 Change Orders
 - a) Motion to approve Station #3 change orders
 - Assistant Chief M. Huneke presented Change Order Proposal #005-008 and supporting documentation to the Board of Trustees for review. A copy has been placed on file.

A. Lee made a motion to approve Station #3 Change Orders #005, 006, 007 & 008 in the amount of \$60,292.40. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 4) Station #3- 5N279 Wooley Rd. Property
 - a) Motion to offer for sale Station #3 - 5N279 Wooley Rd. property by sealed bid with established reserve
 - Assistant Chief M. Huneke informed the Board of Trustees that there is a party interested in purchasing the house and property located at the 5N279 Wooley Rd. He noted that instead of listing the property for sale and paying realtor fees, the board should consider offering the property via sealed bid with an established reserve.
 - Attorney S. Flaherty reviewed the process and noted that the district will need to put an ad in the local paper for sealed bids with a deadline. He also stated that the award will need to be over the acceptable price that the board has established as the reserve.
 - Discussion was held in regards to an established reserve.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/01/2020

M. Anderson made a motion to offer for sale Station #3 - 5N279 Wooley Rd. property by sealed bid with established reserve. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 5) Employment Agreement for Special Instructor for Ladder Truck Training
- a) Motion to approve temporary employment agreement for special instructor for ladder truck training
 - Assistant Chief M. Hanson informed the Board of Trustees that the administration would like to hire Marty Coomes as a Special Instructor for ladder truck training, noting his extensive experience with ladder trucks.

A. Lee made a motion to approve an employment agreement with Marty Coomes as a Special Instructor for ladder truck training. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 6) State of Illinois E-Pay Discussion
- a) Motion to approve State of Illinois E-Pay
 - Chief J. Cluchey informed the Board of Trustees that the district is interested in accepting credit card payments via the State of Illinois E-Pay system for CPR Class, First Aid Class, Plan Reviews, etc... EMS Billing would remain with Andres Medical Billing.
 - Chief J. Cluchey presented documentation about the State of Illinois E-Pay for the Board of Trustees to review. A copy has been placed on file.
 - Attorney S. Flaherty noted that a hearing would be needed with publication in a local paper.
 - Chief J. Cluchey noted that he'd like to research this more. It was determined to table the agenda item until next month.
- 7) New Hires
- a) Motion to approve hiring full time FF/PM(s)
 - Chief J. Cluchey informed the Board of Trustees that the district has one pending retirement and several employees off on medical leave. He noted that the district is in need of front loading to cover these openings and assist with the current abundance of overtime. He is proposing hiring three full time Firefighter/Paramedics for current and anticipated positions.

M. Anderson made a motion to approve hiring full time Firefighter/Paramedics. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

Executive Session:

At 5:18 pm, Assistant Chief J. Cluchey called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity).

Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees);

Section (2)(c)(3) of the Act (the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance);

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/01/2020

Section (2)(c)(5) of the Act (the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussion whether a particular parcel should be acquired) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:18 pm, a motion to go into executive session was made by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

In attendance:

J. Cluchey	M. Hanson	M. Huneke	T. Reynolds	M. Anderson	A. Lee	L. Engberg
P. Hall	S. Flaherty					

At 5:34 pm, the executive session ended with a motion by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

Good of the Organization:

- Chief Cluchey informed the Board of Trustees that the district will be hosting the Basic Operations Firefighter (BOF) Graduation Ceremony on September 25, 2020. He extended the invite and stated that if the trustees wish to attend that they RSVP to Administrative Assistant P. Hall by September 16, 2020.

At 5:38 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall, Administrative Assistant
Elburn & Countryside Fire Protection District